

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel—Certified and
Non-Certified**
POLICY CODE: **4133/Reimbursement of
Expenses for Approved Travel/Conference**

**REIMBURSEMENT OF EXPENSES FOR APPROVED TRAVEL AND
CONFERENCE ATTENDANCE**

Policy Statement

Staff will be reimbursed for all reasonable expenses incurred through attendance at approved professional and work-related activities as set forth in the policy regulations.

Revision of 4144
Adopted: 06/13/88
Revised: 08/01/00

4133/Reimbursement for Expenses of Approved Travel/Conferences

Regulations

A. Included

1. Required attendance at meetings called by the Superintendent or other designated administrator.
2. Attendance at evening, non-school day or out-of-town pupil activities. (Number of staff members required to attend to be determined by the Principal in conjunction with the Superintendent or other designated administrator.)
3. Interschool or special school-connected travel if necessary to perform duties. (Number of staff members required to attend to be determined by the Principal in conjunction with the Superintendent or other designated administrator.)
4. Institutional membership activities (i.e. CAS, NEASSC) or professional association activities (i.e. ESPAC, NASSP) approved in advance by the Superintendent or other designated administrator.
5. Attendance at Board of Education meeting determined by the Principal, Superintendent or other designated administrator.
6. Any other reason approved in advance by the appropriate member of the office of the Superintendent.

B. Excluded

1. P.T.A., P.T.S.A., and P.T.A. Council meetings and related activities.
2. Board of Finance, Town Council or other meetings called by a town agency unless attendance is requested.
3. Any meeting or activity (not directly connected with the staff member's role) attended voluntarily or without the advance approval of the appropriate member of the office of the Superintendent.

C. Allowable Expenses

1. Airline Travel

Staff members are required to use coach or economy class fares for domestic travel. (Purchasing tickets in advance when possible and convenient to take advantage of lower rates and use of Frequent Flyer rates are also recommended). When submitting receipts for reimbursement, include copy of related plane tickets with clear documentation of amount paid (statements from travel agencies are not acceptable). When electronic ticketing is used, a copy of the staff member's subsequent charge card billing receipt will be acceptable.

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Regulations cont'd.

2. Travel Insurance

Any purchase of business travel insurance is at personal expense.

3. Lodging

Motel/hotel selected should be those that are well established, reasonable in price, and conveniently located in relation to the staff member's conference activity.

Rooms should be at single rate. Luxury hotels are to be avoided. Original documentation for daily (or weekly) hotel charges must be included.

4. Auto Rental

Staff members are authorized to rent intermediate or compact size automobile on business trips when economy, convenience, and a specific situation require their use instead of public transportation. Travel charges to and from the airport must always be based upon minimal costs. Private limousine fees are not acceptable.

5. Auto Mileage

Staff members shall be reimbursed for the use of their automobile at the rate set by the Internal Revenue Service for business mileage deductions.

Mileage reimbursement requests must always indicate destination traveled to (and from) as well as the date of travel. Mileage reimbursement requests should be filed monthly.

Receipts for all tolls and garage/lot parking fees must be included.

6. Conference Registration Fees

A receipt or other invoice-like document must always be provided. Conference reimbursements must be settled immediately upon return.

7. Meals

Receipts for all meals must always be provided. If the meal cost is for more than one person, names of (the) other guests and the purpose for the reimbursable meal must also be included on the restaurant's bill. For conferences requiring an overnight stay reasonable daily meal expenditures of up to \$40 will be allowed for single person charges. Meals for single day conferences are limited to \$20 per staff member.

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Regulations cont'd.

8. Reimbursements for Employees

Reimbursements may be submitted for the attending employee only (costs for attending spouses are not reimbursable).

D. Request for Authorization to Attend Conferences or Workshops

1. Notification of request

Staff members planning to participate in out-of-district workshops or conferences are required to complete and submit the Request to Attend Conferences or Workshops form (Appendix A) to the Director of Curriculum at least one week prior to the date of the activity.

2. Procedure for Approval

The request must be approved by the immediate supervisor and building administrator of the staff member prior to submission to the Director of Curriculum at least one week before the activity.

3. Funding

Funding sources must be identified by account number. If funds are requested from the district-wide staff development account, the request must be approved by the Associate for Staff Development.

4. Substitute Coverage

The individual staff member is responsible for notifying the Personnel Department that substitute coverage will be required.

5. CEU Credits

If the conference/workshop presenter is not a CEU provider and the staff member wishes to receive CEU Equivalent Credits, the staff member is responsible for filing the appropriate forms with the Personnel Office prior to participating in the activity.

6. Reimbursement for Workshop/Conference Expenses

At the completion of the workshop/conference, requests for reimbursement, accompanied by appropriate receipts, must be submitted to the person(s) who approved the request.

Adopted: 06/13/88

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**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Request for Authorization to Attend
Conferences or Workshops

Name _____

School / Office _____ Date of Request _____

Date of Activity _____ Destination _____

Title / Description of Activity _____

Goal to be Addressed:

_____ District _____ Building _____ Program _____ Individual

Description of Goal _____

How will the activity enhance your knowledge, skills, and professional competence?

How do you plan to share the information from the activity with your administrator, school colleagues, and/or district colleagues?

NOTE: Requests are to be submitted to the principal or supervisor, then forwarded to Director of Curriculum at least one week prior to the date of the activity.

Over

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<u>COSTS:</u>	<u>AMOUNT</u>	<u>CHARGE TO*</u>
Registration	_____	_____
Transportation	_____	_____
Meals	_____	_____
Other (Please Specify)	_____	_____
TOTAL	_____	

* Charge to: Indicate that the cost will be charged to Building Funds, Individual Staff Member, and/or District – Wide Staff development Funds. Include account number to be charged.

Is substitute coverage required? _____ Yes _____ No

(If Yes, the teacher is responsible for calling the substitute line and requesting coverage.)

Approved _____	Denied _____	Principal/Supervisor _____
Approved _____	Denied _____	Staff Development ** _____
Approved _____	Denied _____	Director of Curriculum _____
Reason for Denial or Special Conditions Imposed _____		

**** Requests for reimbursement from District-Wide Staff Development Funds must be signed by the Associate for Staff Development.**

Reminder: If the conference/workshop is **not** a CEU provider, the teacher must complete the equivalent CEU request form (blue) before attending the activity. The verification form (pink) must be completed after the activity.